

**Arizona Department of Agriculture**  
 Licensing and Registration Section  
 1688 W. Adams, Phoenix, Arizona 85007  
 Phone: (602) 542-0904 Fax: (602) 542-0466

**FOR ADA USE ONLY**

Check #: \_\_\_\_\_  
 Check Date: \_\_\_\_\_  
 Check Amount: \_\_\_\_\_  
 Line Number: \_\_\_\_\_

**Application for a Certificate of Free Sale**

Company Name: \_\_\_\_\_ Arizona Tax #: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Company Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Company Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Address to mail Certificates to: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Country of Exportation \_\_\_\_\_ Value of Shipment \_\_\_\_\_

The cost of a Certificate of Free Sale is \$25.00 for each 100 products listed on the application, plus \$1.00 per page for any additional original copies requested at time of application. I would like to receive:

1 Original Certificate: \_\_\_\_\_ divided by 100 = \_\_\_\_\_ X \$25.00= \_\_\_\_\_  
 (# of products) (round to nearest high #)

\_\_\_\_\_ Copies @ \$1.00 per page \_\_\_\_\_ divided by 30 = \_\_\_\_\_ X \$1.00 = \_\_\_\_\_  
 (1 page = 30 products) (# of products) (round to nearest high #)

Total Due \_\_\_\_\_

Please make checks payable to the Arizona Department of Agriculture - ESD

**List of Ingestible Products to appear on Certificate:**

	<b>BRAND</b>		<b>PRODUCT</b>		<b>FLAVOR</b>		<b>PACKAGING</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

You may use a computer generated list, an E-Mail list, or Form 2 if necessary;

The above information is true and correct:

Printed Name & Title of Company Official: \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Arizona Department of Agriculture  
Certificate of Free Sale  
List of Ingestible Products*

	<i>BRAND</i>		<i>PRODUCT</i>		<i>FLAVOR</i>		<i>PACKAGING</i>
1							
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3							
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# Certificate of Free Sale Worksheet

1. Is your Company or a Branch of your Company based out of Arizona?

\_\_\_ Yes                      \_\_\_ No

- If your answer is yes and you are a Multilevel/Network Marketing Company, this application must come from the parent firm. Certificates can only be mailed to an address within the State of Arizona.

2. Can you provide us with 3 invoices/bills of lading for each product to be included on the Certificate of Free Sale to prove that the products are freely traded within the U.S. (Invoices must be dated within 3 months prior to the application date, one of the invoices must be from an Arizona buyer the other 2 can be from anywhere within the U.S., all must contain customer names, addresses, and phone numbers)

\_\_\_ Yes                      \_\_\_ No

- If your answer is "NO" to either question 1 or 2 you cannot receive a Certificate of Free Sale from the State of Arizona.
- If your answer yes to both questions you may continue with the worksheet and application.

### 3. Listing the products on the Application:

- List products by **brand** name, **product** name, and **flavors or type**—e.g., "Chocolate" or "bottles/cans". **DO NOT LIST CONTAINER SIZES**—e.g., 16oz, 1liter, 2liter. (EXAMPLES: " Betty Crocker Frosting – Chocolate" – "Shasta Diet Cola – Cans" – "Kellogg's Corn Flakes" – "Bayer Aspirin")
- If you are exporting vitamins or supplements, for human or animals, please include a copy of the label for each product listed.
- Products sold abroad under a different name than in the U.S. must be listed using the U.S. name.
- The certificate will only be issued in the English language

4. The Cost of a Certificate of Free Sale is \$25.00 for each 100 products listed on the application. Certificates expire one year from the date issued and then you must follow steps 1 and 2 to renew.

- # of products to be listed on the Free Sale \_\_\_\_\_
- divided above number by 100 \_\_\_\_\_ (round to the next highest number)
- Multiply above number by \$25.00 \_\_\_\_\_ this is the amount you owe for the original.

### 5. Reprints or Copies of Certificates of Free Sale

- Reprints or Copies of newly/previously issued certificates are available by request with in one year of the original date issued.
- To receive a reprint/copy, submit a copy of the certificate that was issued or request the number of copies needed on the original application and \$1.00 per page. (every 30 products = 1page)
- # of products listed on the free sale \_\_\_\_\_
- divided by 30 \_\_\_\_\_ (round to next highest number)
- Multiply above number by \$1.00 \_\_\_\_\_ this is the amount due for Reprints/Copies.

### 6. Total amount due

- Amount due for Original \_\_\_\_\_ (one time cost—expire yearly)
- Amount due for Reprints/Copies \_\_\_\_\_
- Total amount due \_\_\_\_\_ (add the above numbers)

### Make Checks Payable to Arizona Department of Agriculture

7. Certificates of Free Sale for Consumable items are issued by the Arizona Department of Agriculture, send completed application and checks to:

Arizona Department of Agriculture  
ESD Licensing Section  
1688 W. Adams  
Phoenix, AZ 85007  
Phone: 602-542-0904      Fax: 602-542-0466

8. Certificates of Free Sale for Non-Consumable items are issued by the Arizona Department of Commerce. Send your completed form and check payable to the Arizona Department of Commerce.

Arizona Department of Commerce  
International Trade and Investment Division  
1700 W. Washington, Suite 220  
Phoenix, AZ 85007